

**LAND INFORMATION COMMITTEE MEETING**  
**November 11, 2016**

Members Present: Allen Behl, Becky Glewen, David, Guckenberger, Harold Johnson, Larry Schraufnagel

Also Present: Chris Planasch, Joyce Fiacco

The Dodge County Land Information Committee meeting was called to order by Chairman Harold Johnson at 8:30 A.M., Room 3A, Dodge County Administration Building, 127 E. Oak Street, Juneau, Wisconsin. Roll call was taken and a quorum verified. It was confirmed that requirements of Wisconsin's Open Meetings law had been met.

No comments were received from the public regarding committee business.

Glewen motioned, second by Schraufnagel to approve minutes from the July 08, 2016 meeting. Motion carried.

There were no committee member reports for meetings attended outside of the regularly scheduled Land Information Committee meeting.

David Guckenberger was welcomed to the Committee and provided some background information as introduction.

With the resignation of Wayne Uttke from the County Board and LIC member, election of a new Committee Secretary was necessary. Allen Behl was nominated by Schraufnagel, second by Glewen. Johnson motioned to close nominations and cast a unanimous ballot for Behl. Motion carried. Behl will serve as Land information Committee Secretary.

Glewen asked about summer employment opportunities in the Land Resources and Parks Department and Fiacco responded that several would be funded including Imaging Intern and GIS Intern should the workload warrant. Johnson referred Glewen to summer jobs available in the Highway Department.

Planasch presented the Register of Deeds Revenue Reports for July through October which included monthly Summary of Fees collected so far in 2016 broken out by amounts returned to the State and amounts retained by the County in various revenue accounts. She also presented the Monthly Fees Summary Comparison reporting the previous month/last four (4) years with associated total document recordings for each prior year for the month of July through October. Several questions were asked and answered regarding the history of the State/County split and how often this is reviewed. Planasch reported the number of documents received was on track to meet budgeted revenues with transfer tax collected way ahead of budgeted amounts. No committee action was required.

Planasch presented the 3<sup>rd</sup> Quarter 2016 Revenue and Expenditure Report for Register of Deeds Office noting that she anticipated meeting budgeted revenues and not exceeding budgeted expenditures with one exception for the overall 2016 Budget. She reported that a request for an intra-departmental fund transfer would be submitted to allocate approximately \$12,825 in funds from the Redaction Business Unit Fund Balance to cover unbudgeted professional services costs for the last batch of documents to be imaged. The amount budgeted was estimated on the number of documents not the

overall number of pages with each page imaged as an individual image not as multi-page images. This has been discussed and approved by the County Administrator. No committee action was required. Planasch presented the July through October Register of Deeds Activity Report. Staff continues to index legal descriptions from documents recorded from March 16, 1999 back to April 1, 1987 in order to complete the index for these documents as currently, only grantor/grantees have been indexed (March 16, 1999 to January 15, 1999). Staff is verifying the imaging index for paper documents from 1974 back to 1877 having verified Volume 448 back to Volume 225. 75 volumes (Volume 560 to 635) have been imported into LandLink to date. Removal of confidential information from the birth records (records from August, 1964 to December 1975 remain) and marriage records (records from 1967 to 1977 remain) continues. Staff is keeping up with new recordings with each having a project to work on as time permits. As of October 10, 2016, there were 12 subscriptions (no increase), 153 escrow accounts, and 2747 self-registered accounts in LandShark. No committee action was required.

Fiacco presented the July through October Revenue Reports for the Land Resources and Parks, Land Information Division business units. No committee action was required.

Fiacco presented the 3<sup>rd</sup> Quarter 2016 Revenue and Expenditure Report for the Land Information Division of the Land Resources and Parks Department, noting that budgeted revenues were anticipated to be met and that expenditures were as anticipated. She then presented an Estimated 2016 Budget Summary for all business units in the Land Resources and Parks Department. She anticipated multiple business units would have unexpended funds and unanticipated revenues which would result in funds being returned to the General Fund. Several carryover requests are anticipated to assist in completion of several Parks and Trails projects in 2017.

Fiacco distributed and presented two documents which provided detailed Revenue and Expenditure amounts by Business Unit (BU) for the Preliminary 2017 Department Budget and to summarize increases and decreases by BU. The Land Resources and Parks Department's 2017 levy request will be \$6,198 less than the 2016 levy request.

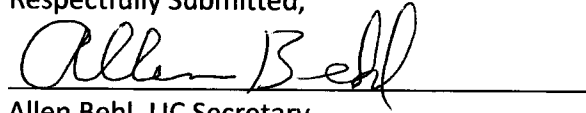
Fiacco presented the July through October Activity Report for the Land Information Division of the Land Resources and Parks Department which includes GIS mapping, analysis and services, survey and tax parcel mapping activities, and Property Description operations. She reported that the vacant Survey and Mapping Specialist position was still under recruitment with no qualified candidates responding. She distributed a letter of thanks from the Lein Family for mapping support provided by Department staff which assisted in the successful location of the three young men missing overnight in the Neda Mine. She distributed a document listing Land Information-related acronyms with which the LIC should be familiar. She reported that Department staff had completed the task of developing the 2017 Dodge County Plat Book based on land information gathered and maintained by the Department. She presented a copy of the latest edition of the Dodge County Plat Book which was just sent to the printer for review and which will be available for purchase from the County Clerk's Office upon delivery. She announced a demonstration of *Survey Finder*, a newly developed, web-based application, would be presented to the committee in the coming months. No committee action was required.

Planasch distributed and presented the Register of Deeds Office Preliminary 2017 Budget noting an increase of \$60,000 for acquisition of TriMin's LandScan module from the Redaction Business Unit to expedite document data entry into the system and purchase of an electric sealer/embosser. Costs in the mail service expenditure account were reduced because more than 55% of documents recorded in the County are now done electronically. She announced that her Office would still be contributing funds to the General Fund. Planasch was asked about and provided explanation regarding how the

Real Estate Recording Fees allowed by the Wisconsin Land Information Program (WLIP) were calculated and described each of the different fees collected in that office. No committee action was required.

The meeting was adjourned at 9:50 A.M. by order of the Chair. The next regular meeting will be Friday, December 09, 2016 at 8:30 A.M. in the Third Floor Conference Room, Room 3A, Dodge County Administration Building, 127 E. Oak Street, Juneau, Wisconsin.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Allen Behl", is written over a horizontal line.

Allen Behl, LIC Secretary

AB: jjf

**Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.**